



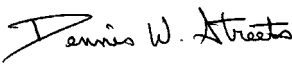
North Carolina Department of Health and Human Services Division of Aging and Adult Services

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Dennis W. Streets
Director

November 17, 2006

To: LRO Executive Directors
Area Agency on Aging Directors

From: Dennis W. Streets 

Subject: FY 2006-2007 AAA Self-Assessment

The annual Division of Aging and Adult Services "*Self-Assessment Guide for Monitoring of Area Agencies on Aging*" is the basic monitoring tool used to evaluate programs administered by and subcontracted through the AAA. Once completed, the self assessment is used to determine, by program, the level of risk, (low, moderate, or high) as well as determine those areas where an on-site monitoring visit is deemed necessary. Site visits will be scheduled with each AAA Administrator in late January and early February, 2006. Even if the review of the completed self-assessment guide does not yield areas of high risk, we will be conducting an on-site visit to each AAA to comply with the U.S. Administration on Aging's monitoring requirements. Site visits will begin in February 2006 and continue through May 2007.

The self assessment documents are available for download at <http://www.dhhs.state.nc.us/aging/monitor/mtools.htm>. The AAA Administrator is to assume responsibility for completing all sections of the self-assessment and secure signatures as needed. The following self-assessment documents are to be completed and submitted electronically to mark.hensley@ncmail.net:

- Section I - Elder Rights and Special Initiatives (Ombudsman Program)
 - a. Legal Services
 - b. Title V SCSEP (Regions B, C, F, L, N and P only)
- Section II – Planning and Administration
- Section III – Service Operations
- Section IV - Fiscal - Part A and Part B Worksheets

Attachment pages are to be submitted electronically or by mail to our office. Any sections requiring signatures pages should be mailed. **The completed self assessment and corresponding attachments are due to the Division no later than Friday, December 22, 2006.**

Thank you in advance for your assistance. We look forward to working with you again on this important process to meet the federal compliance requirements. If you have any questions, please contact Mark Hensley, Lead Monitor, or the designated staff member listed in the self assessment document at (919) 733-8400.

Cc: LRO Finance Directors
DAAS staff